

JOB VACANCY ANNOUNCEMENT

There is a job vacancy with the **Bay County Probate Court and Juvenile Division.**

JOB TITLE: **Court Administrator**

RATE OF PAY: \$64,916.80 per year entry, progressing to
\$75,857.60 per year after 4 years (MP13)

General Summary:

Under the general direction of the Probate and Juvenile Court Judge and the Chief Judge of the Court, is responsible for the operations of the Probate Court and the Juvenile Division of the Circuit Court. Oversees the development, implementation and administration of programs and policies to maintain compliance with statute and court rules. Responsible for the development and oversight of budgets and ensures compliance with financial and child care fund requirements. Supervises probation and support staff assigned to the Juvenile Division and the Probate Court staff.

Essential Functions:

1. Supervises staff assigned to the Probate Court and the Juvenile Division of Circuit Court, including employment interviewing and selection, training, assigning work, scheduling, reviewing work products, and dealing with employee relations issues.
2. Participates in the establishment of procedures for the proper care, custody and control of all youths under the Juvenile Court's jurisdiction.
3. Ensures that court policies are compliant with statutes and court rules. Reviews statutes, court rules, court forms, Supreme Court Administrative Orders and policies with staff, and assures the proper application.
4. Assists in administering the overall financial functions of the Probate Court and the Juvenile Division. Drafts county and state budgets and administers the approved budgets. Monitors the status of each budget, including the Child Care Fund, throughout the fiscal year and authorizes expenditures.
5. Directs casework staff in the implementation of probation services. Includes developing casework plans and reviewing treatment goals.
6. Conducts case reviews with probation staff. Reviews and assists in the application of laws, court rules and policies and assists in handling difficult and sensitive cases. Reviews reports, orders and other documents to ensure accuracy and compliance with Court policy.
7. Develops, implements, monitors and facilitates needed changes to all In-Home Care Programs supervised by the Court. Negotiates any contracts or memoranda of understanding needed to maintain function of the programs.
8. Serves as liaison with the Judicial Information System and coordinates the implementation and management of the court's information systems and oversees the collection, compilation and analysis of statistical data. Prepares or directs the preparation of reports on Probate and Juvenile Division services, including statistical activity reports, reports on placements, and grant reports.
9. Coordinates the courts' activities with various agencies providing services to the courts and serves as liaison with other courts, law enforcement, community organizations, schools, and other agencies. Monitors and determines appropriateness of services and referral sources for delinquent youth under the Court's supervision.
10. Responds to inquiries and requests from clients, attorneys, other agencies and members of the public relative to the services, policies, and operations of the Court. Addresses concerns and attempts to resolve complaints. Serves as media spokesperson.
11. Researches, develops, oversees and participates in the development and implementation of programs or services designed to prevent, intervene, divert, and control delinquent behavior and meet the changing needs of juveniles and the families referred to the Court.
12. Researches, reviews, and implements training programs for the staff.
13. Authorizes the recommendation of out of home placements for delinquent youth.
14. Reviews and approves all invoices from placement agencies as well as Department of Human Service staff for accuracy in source of funding, number of days in placement, and cost per day of placement.
15. Serves on a rotational basis as on-call staff for juvenile division matters during non-working hours. Authorizes placement in detention or crisis intervention. Arranges for emergency hearings when needed during those times.
16. Prepares or directs preparation of all reports for the Court to be submitted to the SCAO. Responsible for all grants and accounts payable.
17. Responds to crisis and emergency situations utilizing case history, court policies and procedure, court rules and statutes.
18. Oversees active and inactive record storage, record destruction and/or microfilming as stipulated in the state retention schedule.

19. As directed, participates in collective bargaining negotiations. Manages and administers collective bargaining agreements. Responds to problems arising from the contractual agreement and settles disputes whenever possible.
20. Assists in developing and oversees all contracts and memoranda of understanding with other entities and agencies, including the Public Guardian. May negotiate costs of services.
21. Monitors and reviews the practices of the Probate Court. Examines accountings submitted on Estates. May assist with mental commitment filings.
22. Performs other duties and responsibilities as directed by the Chief Judge of the court or the Probate Judge.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education and Experience:

Desired Standards:

Master's degree in social sciences, business or public administration, education, criminal justice, a related field that qualifies the person to manage or supervise the delivery of juvenile services, or a law degree with a minimum of four years of supervisory experience with juvenile court staff.

Minimum Standards:

1. Master's degree in social sciences, business or public administration, education, criminal justice, a related field that qualifies the person to manage or supervise the delivery of juvenile services, or a law degree with a minimum of one year of experience working with juvenile court staff or related human service field.
2. A bachelor's degree in those same areas and two years of supervisory experience working with juvenile court staff or related human services field.

Knowledge, Skills and Abilities:

Knowledge of the juvenile justice system, family law and overall children's services, supervisory responsibilities and techniques, labor relations and personnel practices, and the principles of administrative management. Ability to write grants and prepare budgets is essential.

General knowledge of programs and services provided by governmental agencies and the private sector; the principle and methods concerned with personal and social problem solving; the factors concerned in delinquency, neglect and abuse of children; national juvenile justice standards and family law.

Application Procedure:

Make application online at www.baycounty-mi.gov or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708 no later than **4:00 p.m. Thursday, January 8, 2015.**

BAY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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